



# Office Equipment Buyer Checklist

## System Security

What level of security protection is included in the quote?

Full System  Subsystem

## System Decommissioning

Who is responsible for the hard drive at the end of the lease?

Vendor  3rd Party

## Print Engine

What type of print engine does the MFP have?

Cartridge  Drum

## Print Drivers

Does the MFP provide feedback directly to the end user desktop?

Yes  No

## Replacement Guarantee

Who decides if a system needs to be replaced?

Customer  Vendor

## Equipment Warranty

What is the term of the manufacturer's equipment warranty?

3 Years  3 Months

## Scan File Compression

What type of scan file compression does the system use?

Advanced  Basic

## System Performance

What type of parts and supplies are included in the quote?

OEM  Aftermarket

## Environmental Sustainability

Has the vendor included solutions to reduce your carbon footprint?

Yes  No

## Hidden Fees

Will credits be provided for copies/prints run on service calls?

Yes  No

Will one impression rate be charged for all paper sizes?

Yes  No

Will there be no incremental fee per scan above monthly copy volume?

Yes  No

Will toner shipping fees be waived if toner is included in the service rate?

Yes  No

